

Date/Time Stamp:

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

SECRETARY OF THE SENATE
17 SEP 15 PM 1:47

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Postsecondary National Policy Institute (PNPI)

Private Sponsor(s) (list all):

Travel date(s): Aug. 19-24, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$652.12	\$387.00	\$142.88	N/A
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended a seminar on postsecondary data on states, systems and institutions. See agenda for additional information. Arrived early to the conference in accordance with prior approval.

9/15/17
(Date)

Catherine Brown
(Printed name of traveler)

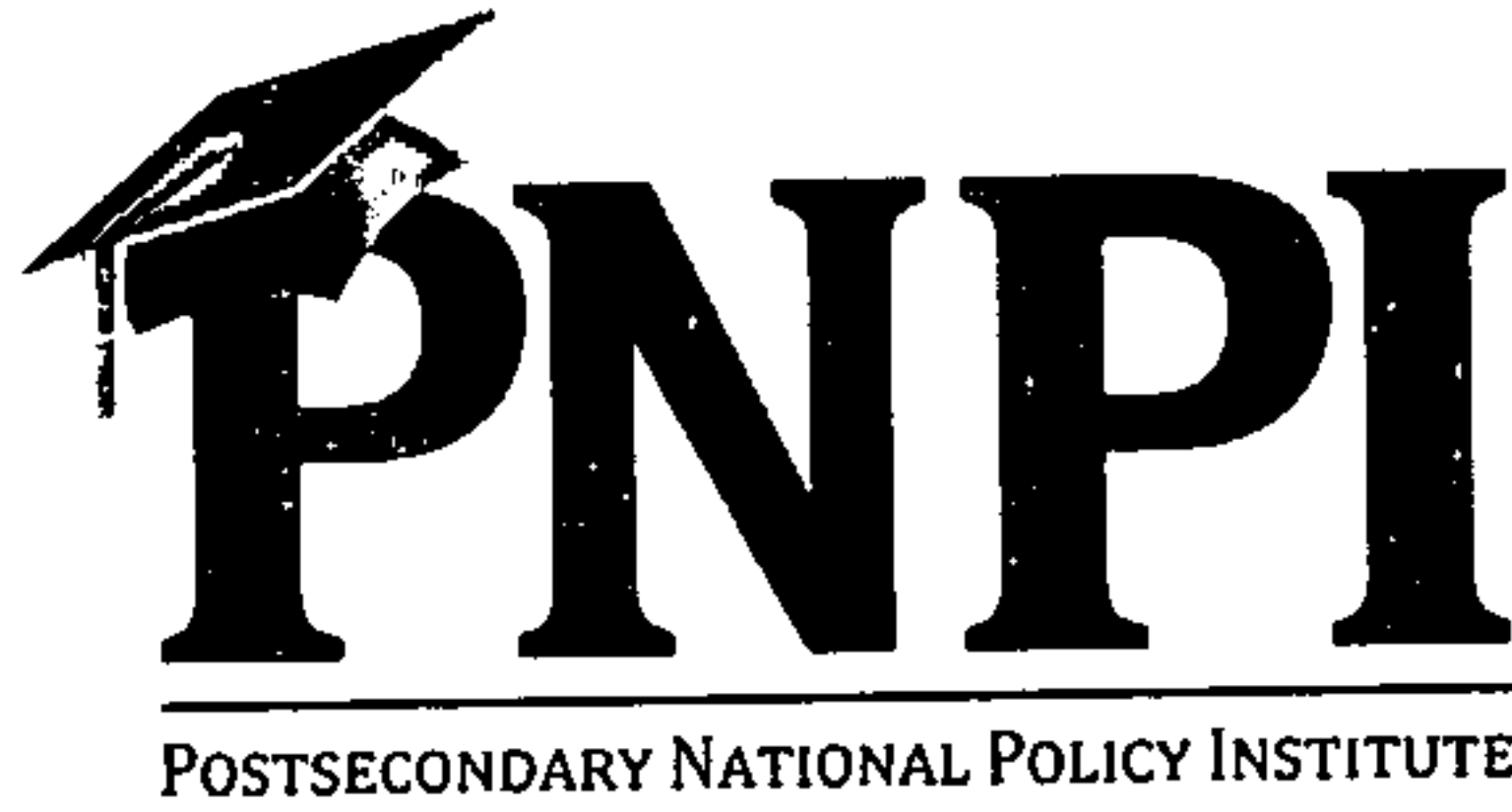
Catherine Brown
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/15/17
(Date)

Susan M. Collins
(Signature of Supervising Senator/Officer)



Postsecondary Data Seminar: States, Systems, and Institutions

Monday, August 21 - Thursday, August 24

Austin, Texas

SEMINAR GOALS

Introduce staff to, and extend their knowledge of, how states and state systems collect, house, maintain and use postsecondary data.

Introduce staff to data linkages across states and state agencies.

Introduce staff to, and extend their knowledge of, how institutions of higher education (IHEs) collect, house, maintain and use postsecondary data.

Introduce staff to the types of data relationships that do and could exist between states, state systems and IHEs.

AGENDA

Monday, August 21

7:25 PM

Arrive Austin, TX

8:30 PM

Check-In: Hilton Garden Inn, Austin, TX

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Breakfast Hilton Garden Inn

Welcome & A Data State of the States Hilton Garden Inn

Speakers:

Speakers:
Dr. Christina Whitfield, Associate Vice President, State Higher Education Executive Officers Association

Rachel Zinn, Director, Workforce Data Quality Campaign

Questions for Discussion:

What are the various types of state postsecondary data systems?

How are these systems created?

What are the distinguishing features of these systems?

How have states used these systems?

- What are the limitations of these systems? What are their strengths?

What are some commonalities for state use of these systems?

What states are leaders in postsecondary data collection?

What are some best practices for the creation, use, and governance of these systems?

How are these systems funded?

10:30 AM-10:45 AM

Break

10:45 AM-12:15 PM

State to State Data Exchanges

Hilton Garden Inn

Speakers:

Iris Palmer, Senior Policy Analyst, New America

Patrick Lane, Project Manager, Western Interstate Commission for Higher Education

Questions for Discussion:

What is a state to state exchange?

What questions can these exchanges answer that a standalone system cannot?

How are these systems maintained?

- What obstacles must be overcome in order to create such exchanges?

What is the Multistate Longitudinal Data Exchange?

Why is such an exchange necessary?

What are the challenges of such an exchange?

What are its limitations?

Can a state to state exchange replace the need for a federal data system?

12:15 PM-12:30 PM

Break :

12:30 PM-2:00 PM

Lunch & Travel to the Texas Higher Education Coordinating Board

Staff will stop for 60 minutes for lunch on the way to the Texas Higher Education Coordinating Board.

2:00 PM-3:30 PM

Overview of Texas Postsecondary Data System, Texas Higher Education Coordinating Board Offices

Speakers:

Dr. Raymund A. Paredes, Commissioner, Texas Higher Education Coordinating Board

Dr. David Gardner, Deputy Commissioner for Academic Planning and Policy, Texas Higher Education Coordinating Board

*Dr. Julie Eklund, Assistant Commissioner for the Strategic Planning and Funding Division,
Texas Higher Education Coordinating Board*

Questions for Discussion:

What systems comprise the Texas data landscape?

What is the Texas P-16 Public Education Information Resource (TPEIR)?

How and why was this system created?

How is the system funded?

How is the exchange of information governed?

How has this system or other state based data systems impacted or improved postsecondary education in the state of Texas?

What is the Texas Higher Education Accountability System? What role does postsecondary data play in that system?

3:30 PM- 4:00 PM

Travel to University of Texas System Offices

4:00 PM-5:30 PM

**A System-Wide Approach to Data, University of Texas
System Offices.**

Speakers:

Dr. Stephanie A. Bond Huie, Vice Chancellor, University of Texas System

Dr. David Troutman, Associate Vice Chancellor for Institutional Research and Decision Support, University of Texas System

Questions for Discussion:

How does the University of Texas System use postsecondary data?

What is seekUT?

What is the UT system Dashboard? How does the dashboard help improve postsecondary outcomes for Texans?

5:30 PM-6:00 PM **Travel to Dinner**

6:00 PM-8:00 PM **Working Dinner & Wrap Up/Travel back to Hotel**

Facilitators:

MaryEllen McGuire, President, PNPI

Jared Bass, Federal Director, PNPI

Discussion Questions:

What have you learned about state and system postsecondary data systems?

What further questions do you have regarding postsecondary data systems at the state and system levels?

What did you learn about Texas' approach to postsecondary data?

How did this approach differ from what you learned about other state data systems?

Wednesday, August 23

8:00 AM-9:00 AM **Breakfast, Hilton Garden Inn**
Hilton Garden Inn

9:00 AM-10:30 AM **Institutional Approaches to Postsecondary Data,**
Hilton Garden Inn

Speakers:

Manuela Ekowo, Policy Analyst, New America

Dr. Mark Becker, President, Georgia State University

Dr. Jose Luis Cruz, President, Lehman College

Dr. David Laude, Senior Vice Provost for Strategic Initiatives, University of Texas at Austin

Questions for Discussion:

How are institutions using data to improve postsecondary education?

What are predictive analytics?

What are the benefits and limitations of using predictive analytics?

What are some of the challenges associated with an institutional focus on "big data?"

How are institutions addressing and protecting student privacy in the use of postsecondary data tools?

Are there any best practices associated with the creation, maintenance, and use of data at the institutional level? How are these approaches funded?

10:30 AM-11:00 AM **Travel to University of Texas at Austin (UT Austin)**

11:00 AM-11:15 AM **Welcome from UT Austin President and Provost, UT Austin**
President Gregory Fenves and Provost Maurie McInnis

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Form RE-1

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Private Sponsor Certification - Page 1 of 4

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PNPI has created the agenda, developed the invitation list and is managing all event logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
See attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is

available to all congressional staff for postsecondary related research support. Our website offers

resources including summaries of recent postsecondary reports and primers on higher education issues.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$531.72 (flight cost round-trip to Austin, TX from Washington, DC and on the ground shuttle to meetings and site visits in Austin.)	\$387	\$182	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached.

19. Name and location of hotel or other lodging facility:

Hilton Garden Inn Austin Downtown, 500 N Interstate 35, Austin, TX 78701

20. Reason(s) for selecting hotel or other lodging facility:

The Hilton Garden Inn is in proximity to the airport and all four of the sites we will be visiting on this trip.

They also offer event space for meetings we have planned on the first and second day of full

programming.

ATTACHMENT:

Senate Private Sponsor Travel Certification Form

2. Description of the Trip:

This seminar is designed to extend the congressional staff's knowledge of how states, systems, and institutions collect, house, maintain, and use postsecondary data. It will also introduce the staff to postsecondary data exchanges across states. Finally, it will deepen the staff's understanding of the types of data relationships that do and could exist between the federal government, states, state systems, and institutions of higher education.

A detailed agenda is attached.

5. Name and title of Senate invitees:

Katie Brown
Legislative Assistant
Senator Collins

Bryce McKibben
Policy Advisor
Senator Murray

Josh Delaney
Legislative Assistant
Senator Warren

Karishma Merchant
Legislative Assistant
Senator Kaine

Andrew LaCasse
Education Policy Advisor
Senator Alexander

Bob Moran
Education Policy Advisor
Senator Alexander

All staff were invited due to their employment with the Senate HELP Committee or with a Member who sits on the Committee.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PNPI provides professional development to Congressional staff who work on higher education issues. This seminar is designed to extend the congressional staff's knowledge of how states, systems, and institutions collect, house, maintain, and use postsecondary data. It will also introduce the staff to postsecondary data exchanges across states. Finally, it will deepen the staff's understanding of the types of data relationships that do and could exist between the federal government, states, state systems, and institutions of higher education.

A detailed agenda is attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

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After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Ethics Committee.

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Postsecondary Data Seminar: States, Systems, and Institutions

Monday, August 21 - Thursday, August 24

Austin, Texas

SEMINAR GOALS

Introduce staff to, and extend their knowledge of, how states and state systems collect, house, maintain and use postsecondary data.

Introduce staff to data linkages across states and state agencies.

Introduce staff to, and extend their knowledge of, how institutions of higher education (IHEs) collect, house, maintain and use postsecondary data.

Introduce staff to the types of data relationships that do and could exist between states, state systems and IHEs.

AGENDA

Monday, August 21

4:00 PM **Arrive & Check-In Reagan National Airport (DCA)**
Dinner provided at the airport.

5:05 PM **Depart Reagan National Airport (DCA)**
Southwest Airlines Flight # 265

7:25 PM **Arrive Austin, TX**

8:30 PM **Check-In: Hilton Garden Inn, Austin, TX**

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Breakfast Hilton Garden Inn

Welcome & A Data State of the States Hilton Garden Inn

Dr. Christina Whitfield, Associate Vice President, State Higher Education Executive Officers Association

Questions for Discussion:

- *What are the various types of state postsecondary data systems?
How are these systems created?
What are the distinguishing features of these systems?*
- *How have states used these systems?*
- *What are the limitations of these systems? What are their strengths?*
- *What are some commonalities for state use of these systems?*
- *What states are leaders in postsecondary data collection?
What are some best practices for the creation, use, and governance of these systems?
How are these systems funded?*

Break

State to State Data Exchanges

Hilton Garden Inn

Iris Palmer, Senior Policy Analyst, New America
Patrick Lane, Project Manager, Western Interstate Commission for Higher Education

- *What is a state to state exchange?*
- *What questions can these exchanges answer that a standalone system cannot?*
- *How are these systems maintained?*
- *What obstacles must be overcome in order to create such exchanges?*

What is the Multistate Longitudinal Data Exchange?

Why is such an exchange necessary?

What are the challenges of such an exchange?

- *What are its limitations?*
- *Can a state to state exchange replace the need for a federal data system?*

12:15 PM-12:30 PM	Break
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12:30 PM-2:00 PM	Lunch & Travel to the Texas Higher Education Coordinating Board
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Staff will stop for 60 minutes for lunch on the way to the Texas Higher Education Coordinating Board.

2:00 PM-3:30 PM	Overview of Texas Postsecondary Data System, Texas Higher Education Coordinating Board Offices
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Speakers:

Dr. Raymund A. Paredes, Commissioner, Texas Higher Education Coordinating Board

Dr. David Gardner, Deputy Commissioner for Academic Planning and Policy, Texas Higher Education Coordinating Board

*Dr. Julie Eklund, Assistant Commissioner for the Strategic Planning and Funding Division,
Texas Higher Education Coordinating Board*

Questions for Discussion:

- What systems comprise the Texas data landscape?
 - What is the Texas P-16 Public Education Information Resource (TPEIR)?
 - How and why was this system created?
 - How is the system funded?
 - How is the exchange of information governed?
- How has this system or other state based data systems impacted or improved postsecondary education in the state of Texas?
- What is the Texas Higher Education Accountability System? What role does postsecondary data play in that system?

3:30 PM- 4:00 PM **Travel to University of Texas System Offices**

**4:00 PM-5:30 PM A System-Wide Approach to Data, University of Texas
System Offices**

Speakers:

Dr. Stephanie A. Bond Huie, Vice Chancellor, University of Texas System

Dr. David Troutman, Associate Vice Chancellor for Institutional Research and Decision Support, University of Texas System

Questions for Discussion:

- How does the University of Texas System use postsecondary data?
- What is seekUT?
- What is the UT system Dashboard? How does the dashboard help improve postsecondary outcomes for Texans?

5:30 PM-6:00 PM **Travel to Dinner**

6:00 PM-8:00 PM **Working Dinner & Wrap Up/Travel back to Hotel**

Facilitators:

MaryEllen McGuire, President, PNPI

Jared Bass, Federal Director, PNPI

Discussion Questions:

What have you learned about state and system postsecondary data systems?

What further questions do you have regarding postsecondary data systems at the state and system levels?

- *What did you learn about Texas' approach to postsecondary data? How did this approach differ from what you learned about other state data systems?*

Wednesday, August 23

8:00 AM-9:00 AM	Breakfast, Hilton Garden Inn Hilton Garden Inn
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9:00 AM-10:30 AM **Institutional Approaches to Postsecondary Data,
Hilton Garden Inn**

Speakers:

Manuela Ekowo, Policy Analyst, New America

Dr. Mark Becker, President, Georgia State University

Dr. Jose Luis Cruz, President, Lehman College

Dr. David Laude, Senior Vice Provost for Strategic Initiatives, University of Texas at Austin

Questions for Discussion:

- *How are institutions using data to improve postsecondary education? What are predictive analytics?*
- *What are the benefits and limitations of using predictive analytics?*
- *What are some of the challenges associated with an institutional focus on “big data?”*
- *How are institutions addressing and protecting student privacy in the use of postsecondary data tools?*
- *Are there any best practices associated with the creation, maintenance, and use of data at the institutional level? How are these approaches funded?*

10:30 AM-11:00 AM **Travel to University of Texas at Austin (UT Austin)**

11:00 AM-11:15 AM	Welcome from UT Austin President and Provost, UT Austin President Gregory Fennes and Provost Maurie McInnis
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11:15 AM- 12:45 PM

**Overview of Postsecondary Data Usage at UT Austin,
UT Austin**

Speakers:

Dr. Tara O'Neil, Director, Office of Enrollment Analytics, University of Texas at Austin

Dr. Jamie Pennebaker, Executive Director, Project 2021, University of Texas at Austin

Dr. Celeste Alexander, Director, Texas Education Research Center, University of Texas at Austin

Carolyn Connerat, Associate Vice Provost for Student Success Initiatives, University of Texas at Austin

Questions for Discussion:

- *How does UT Austin use postsecondary data?*
- *How is the data collected and maintained?*
How does UT Austin address student privacy and data security concerns?
- *What changes have occurred as a result of UT Austin's use of predictive analytics?*
What are some of the experiences of students who have been impacted by predictive analytics or other data driven postsecondary interventions? How do students respond to these interventions?
- *What is the Education Research Center, and how does UT Austin use this center to facilitate postsecondary research?*

12:45 PM-1:00 PM

Travel to Lunch

1:00 PM-2:00 PM

Working Lunch with Students & Faculty, UT Austin

Speakers:

Students and Faculty selected by UT Austin

Questions for Discussion:

- *What do you know about UT Austin's data collection efforts? Are you aware of what student level data they are collecting?*
- *Do you actively worry about the privacy and security of your data?*
- *How have you been personally impacted by predictive analytics or other data driven postsecondary interventions at UT? Are they a good or bad thing?*

2:00 PM-3:00 PM

Wrap Up Discussion & Farewell

Questions for Discussion:

- *How might the federal government further support the work of institutions like UT Austin in leveraging data to improve programming and student outcomes?*
- *If there was one key takeaway from the work of UT Austin with postsecondary data, what would it be?*
- *What additional questions do Congressional staff have about UT Austin and postsecondary data?*

3:00 PM-3:30 PM

Travel to Austin Community College (ACC)

3:30 PM- 4:30 PM

Overview of Postsecondary Data Usage at Austin Community College, ACC

Speakers:

Dr. Virginia Fraire, Vice President, Student Services, Austin Community College & other representatives from Austin Community College

Questions for Discussion:

- How does Austin Community College use postsecondary data?*
- How is the data collected and maintained?*
- What is DegreeMap?*
- How does ACC address student privacy concerns?*
- How does ACC address security concerns?*
- What changes have occurred as a result of DegreeMap?*
- What is the Direct to College Achievement Plan?*
- How does ACC leverage partnerships with businesses and others to achieve its goals?*

4:30 PM- 5:30 PM

ACC Student Panel

Speakers:

Students selected by ACC

Questions for Discussion:

- What do you know about ACC's data collection efforts? Are you aware of what student level data they are collecting?*
- Do you actively worry about the privacy and security of your data?*
- Have you personally been impacted by DegreeMap? If so, how?*

5:30 PM-6:00 PM

Wrap Up & Farewell

Questions for Discussion:

- How might the federal government further support the work of institutions like ACC in leveraging data to improve programming and student outcomes?*
- If there is one key takeaway from the work of ACC with postsecondary data, what would it be?*
- What additional questions do Congressional staff have about ACC and postsecondary data?*

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6:00 PM- 6:30 PM	Travel to Dinner
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6:30 PM-8:30 PM Working Dinner & Wrap-Up Discussion/Travel back to Hotel

Facilitators:

MaryEllen McGuire, President, PNPI

Jared Bass, Federal Director, PNPI

Discussion Questions:

What have you learned about institutions' use of postsecondary data systems?

What further questions do you have about data use at institutions?

What did you learn about UT Austin and ACC's approaches to postsecondary data?

How did their approaches differ from the institutions we heard from at the start of our day?

What follow up programming might you be interested in regarding states, systems or institutions and data?

Thursday, August 24

8:00 AM-9:00 AM **Breakfast, Hilton Garden Inn**

9:00 AM-9:30 AM **Check-out & Depart for Austin Airport**

11:00 AM-12:00 PM	Lunch at the Airport
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12:05 PM **Depart Austin, Texas for Washington DC (DCA)**
Flight # 1685

4:15 PM **Arrive Washington D.C. (DCA)**

JOHNNY ISAKSON, GEORGIA, CHAIRMAN
CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

PAT ROBERTS, KANSAS
JAMES E. RUSCH, IDAHO

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6475

TELEPHONE: (202) 224-2881
FACSIMILE: (202) 224-7410
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

August 4, 2017

Catherine Brown
Office of Senator Susan M. Collins
United States Senate
Washington, DC 20510

Dear Ms. Brown:

This responds to your recent correspondence concerning an invitation you received to travel to the *Postsecondary Data Seminar: States, Systems, and Institutions*, in Austin, Texas on August 21-24, 2017, sponsored by Postsecondary Policy National Policy Institute (PNPI).¹ PNPI certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*² related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. PNPI has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.³

Based on information and materials available to the Committee, and consistent with the guidance contained in this letter regarding extending your trip for a personal purpose, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, PNPI is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

¹ Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in Austin for less than 62 hours before the beginning of the officially related events. You must personally pay for any additional expenses incurred as a result of extending your trip.

² The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel - Glossary of Terms* at 8.

³ The term "any point throughout your trip" has a specific definition. See *id.* at 2.